

Introduction

Commonwealth Computer Navigator's Certificate (CCNC)

The Commonwealth of Learning (COL) conceptualised the Computer Navigator's Certificate (CCNC) in 2006. The CCNC widens the available learning and training options in the Commonwealth by acquiring ICT skills using free open-source software. It furthermore eliminates concerns about the illegal use of proprietary software.

The CCNC materials (Version 1.0) have been developed to the International Computer Driver's Licence (ICDL) International Standard (www.icdl.org.za) using Open Office on either a Linux or Windows Platform. The materials are based on the ECDL/ICDL Syllabus Version 5.0 (www.ecdl.com).

The following 7 modules have been developed:

Module 1 - Basic Concepts of Information and Communication Technologies

Module 2 - Using a Computer and Managing Files

Module 3 - Word Processing

Module 4 - Spreadsheets

Module 5 - Database

Module 6 - Presentation

Module 7 - Information and Communication

The CCNC is open to participation from local tertiary education institutions, non-governmental organisations (NGOs) and private-sector training institutions throughout the Commonwealth interested in adopting the certificate in their own offerings. Alternatively, they can use the materials to obtain the full Core OpenICDL Qualification (http://www.icdl.org.za/products_detail.php?id=6).

COL envisages taking these modules further and developing e-learning formats using a share-alike rights licence.

The CCNC materials (Version 1.0) are available on the COL website.

The materials were developed with financial support from the Commonwealth Secretariat.









For more information contact:

Trudi van Wyk
Education Specialist: eLearning
Commonwealth of Learning
1055 West Hastings Street, Suite 1200
Vancouver, BC V6E 2E9 Canada
Tel: +1 604 775 8261
Fax: +1 604 775 8210
e-mail: tvanyk@col.org
Web: www.col.org/ccnc

The Use of Icons in the Materials

While working through these modules you will notice the frequent use of margin icons. These icons serve to “signpost” a particular piece of text, a new task or change in activity - they have been included to help you to find your way around these materials.

A complete icon set is shown below. We suggest that you familiarise yourself with the icons and their meaning before starting your study.

| | | | |
|---|---|---|---|
|  |  |  |  |
| Outcomes | Knowledge | Summary | Study Tips/Skills |
|  |  |  |  |
| Tip | Note | Practice on the computer | Self Assessment |